

## **CHAPTER 3**

### **PUBLIC AFFAIRS TRAVEL**

#### **A. GENERAL**

“Public affairs **travel**” is defined as “any travel or transportation of individuals, groups, or materiel undertaken as a result of a request to or an invitation from, and authorized by, an approving authority in the interest of adding to the public understanding of DoD activities”. It includes travel or transportation involving individuals or things, military or civilian, Government or **non-government**, U. S., or foreign requests. Travel maybe local or nonlocal, point-to-point or public affairs **orientation**, reimbursable or nonreimbursable. Travel authorized for public affairs purposes must reflect the following considerations:

1. It shall not compete with U.S. flag commercial sea, land, or air transportation when that capability exists, is adequate, and when public affairs objectives maybe obtained through use of commercial transportation.

2. Travel or transportation for public affairs purposes must be determined to be primarily in the interest of the Department of Defense.

3. Travel which is designed to **improve** relations, increase good will, or serve humanitarian **purposes does** not meet **the** criteria for public affairs travel. Requests for **travel** for these **purposes shall be made in accordance with** Chapter 2,5, or 10, of this Regulation.

4. To ensure that the DoD National Media Pool airlift requirements can be met with minimum delay, and to maintain operational security, the USAF is assigned the mission of airlifting the pool when directed by the Chairman of the Joint Chiefs of Staff. The Air Force shall budget for the resources necessary to meet this requirement.

5. The Air Force should not be charged for Media Pool airlift in those instances where aircraft have been assigned for deployment purposes and space is available to provide Media Pool airlift at no extra **cost**. Additionally, when the Chairman of the Joint Staff directs another Service to provide Media Pool airlift, that Service shall pay for the associated airlift rather than the Air Force.

#### **B. TERMS EXPLAINED**

1. **Local Travel**1. Travel which can be considered local with respect to distance **from** the DoD Component Headquarters, or installation concerned, and to the scope of interest in the public affairs program involved.

## 2. Nonlocal Travel

- a. Travel from one country to another.
- b. Travel outside the geographic area of responsibility of the command originating the travel request.
- c. Travel which cannot be considered local due to the expanded scope of interest in the public affairs program involved, distance of the travel, or the distance from the DoD Component Headquarters, or installation, requesting the travel.

3. Point-to-Point. Flight from one location to another. Can be local or nonlocal.

4. Public Affairs Orientation. Flight or trip that terminates at point of origin and meets-public affairs criteria, as defined in Section D, below.

5. Representatives of the News Media. Representatives of the press, radio, television, magazines, authors, and bona fide **free-lancers**.

## C. RESPONSIBILITIES

1. The Assistant to the Secretary of Defense for Public Affairs (**ATSD(PA)**) is responsible for approval of travel or transportation by **DoD-owned** or -controlled aircraft for public affairs **purposes arranged** by **any** Agency or **command** of the Department of Defense, jointly with, or at the **request** of, another federal **department**, agency, or foreign Government on a reimbursable basis. The **ATSD(PA)** shall also review and authorize all requests for nonlocal public affairs travel for news media representatives.

2. The Commanders at all echelons are authorized to grant approval for local travel or transportation **for** public affairs purposes wholly within the scope of the mission and responsibilities of their respective **command** subject to the following conditions:

- a. The public affairs subject matter is not properly the responsibility of a higher command.
- b. The public interest in the public affairs purpose involved is confined **primarily** to the mission and vicinity of that command
- c. The travel is being provided for the benefit of local media or individuals other than local media who **are a** part of an approved local public affairs activity, including community relations programs that meet a military public affairs objective.

3. Authority for individuals other than news media representatives to use DoD-owned or -controlled aircraft for nonlocal travel for public affairs purposes may be exercised by the following

a. The commanders of the Unified Combatant commands for public affairs programs in their command responsibility. These commanders shall not delegate this authority below their Component commanders.

b. The Secretaries of the Military Departments and directors of Defense Agencies for public affairs programs other than those of the **Unified** Combatant Commands.

(1) Delegation of this authority, if deemed appropriate by the Secretaries, shall be no lower than the Chief, National Guard Bureau, commanders of Army areas, Naval-type commanders, and the USAF major commands.

(2) When units or areas of the joint-command structure are involve&coordination shall be effected with the appropriate commander-in-chief, as specified in paragraph **C.3.a.**, above.

#### **D. ELIGIBLE CATEGGRIES OF TRAFFIC**

The following are examples of public affairs activities which may qualify for travel in **DoD-owned** or -controlled **aircraft**.

1. Travel of Bona Fide Representatives of News Media. Individually, **or in groups, for** assignments to cover **military** exercises or military operations.

2. Invitational and Other Authorized Travel. Transportation in support of approved public affairs activities, including community youth programs, civic leader tours, and conferences sponsored by the Department of Defense.

3. Tours and other Public Affairs Activities. Arranged jointly with other Federal Government Departments or Agencies, or with a foreign government..

4. Public Affairs Orientation. U.S. citizens who, because of position and contacts with various public organizations, can make positive contributions to public understanding of the roles and missions of the Department of Defense. The flight must be accomplished within allocated flying hour funding, and passengers must be **carefully** selected to ensure that the greatest benefit to understanding DoD missions shall result **from** such orientation flights.

#### **5. Other Travel**

a. Guests of the Secretary of Defense participating in the Joint Civilian Orientation Conference (**JCOC**) Program.

b. News coverage of an emergency nature where the coverage would be impaired or

delayed, to the serious detriment of the **Military** Department concerned, unless transportation by **DoD-owned** or -controlled aircraft is provided. Such coverage must have the approval of the Public Affairs Information Chief of the Military Department concerned.